

RECORD YEAR-END PLAN OF FINANCIAL ADJUSTMENT (PFA)

Source Documents: Plan of Financial Adjustment Transaction
Request Report

Module: General Ledger (GL)

Roles: GL Journal Processor
GL Journal Approver

Requirement of PFA Reclassification as a Year-End Entry

After the Period 998 cost allocation is complete, the total outstanding PFA amounts (not limited to Period 12 and 998) will be accounted as an accrual between the department and SCO year-end appropriation balances. All outstanding PFAs must be reported as a “Due To” or “Due From” accrual in the year-end financial reports.

Transactions included in the PFA report derive from:

- ❖ Journal Vouchers (AP)
- ❖ Labor Distributions
- ❖ Cost Allocations
- ❖ Fund Distributions
- ❖ General Ledger Journal (reclassification of expenditure between Program 9999 and other programs using ALO/11N journal source)

In FI\$Cal, the offset account for above PFA transactions is Pending Cash Transfer Account 1109xxx (there is no equivalent account for GL 6297-PFA Outstanding in FI\$Cal). A reclassification entry is required to reclassify **all** outstanding PFAs from the Pending Cash Account 1109xxx to appropriate “Due to/From” accounts.

Year-End PFA Reclassification Entry Data Source

Using the reports listed below, develop a reclassification worksheet (see Exhibit PFA2) to determine the adjusting entries.

- ❖ Monthly PFA Report (Not processed by SCO) – see Exhibit-PFA1
- ❖ Monthly PFA Reconciliation (Not Processed by SCO)
- ❖ Period 998 SCO/Agency Reconciliation

These reports are not cumulative and will need to be ran for each period. All PFAs not processed by SCO on June 30 must be included.

If estimated PFAs were submitted to SCO during the year and not previously adjusted to the actual PFA, the outstanding PFA amount to reclassify must equal the total actual PFAs less the total estimated PFAs.

All the PFA reclassification entries are reversed in the new fiscal year.

Year-End Adjusting Entry:

Reclassify all pending PFAs from Pending Cash Transfer to Due To/Due From

Program:

Debit 1109100 Pending Cash Transfer

Credit 2011000 Due to Other Appropriations^{1/}

or

Credit 2010000 Due to Other Funds^{1/}

Clearing 9999 :

Debit 1240000 Due from Other Funds^{1/}

or

Debit 1240100 Due from Other Appropriations^{1/}

Credit 1109100 Pending Cash Transfer

^{1/}Journal lines posted to Account 124XXXX – Due from Other Funds/Appropriations and Account 201XXXX – Due to Other Funds/Appropriations should include values in the “Affiliate” (BU) and “Fund Affiliate” Fund fields.

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EXHIBIT-PFA 2

PFA RECLASSIFICATION WORKSHEET 2018

Reference	Program	Fund	Appn Ref	ENY	Debit	Credit	Account	Affiliate	Fund Affiliate	
A	6770	'0001	'001	2018		\$ 20,000.00	2011000 Due to Other Appropriation	8860	'0001	Offset
		'0001			\$ 20,000.00		1109100 Pending Cash Transfer			
B	6775	'0001	'001	2018		\$ 10,000.00	2011000 Due to Other Appropriation	8860	'0001	Offset
		'0001			\$ 10,000.00		1109100 Pending Cash Transfer			
C	6780	3056	'001	2018	\$ 3,000.00		1240000 Due from Other Funds	8860	'0001	Offset
		3056				\$ 3,000.00	1109100 Pending Cash Transfer			
D	6770	'0028	'001	2018		\$ 5,000.00	2010000 Due to Other funds	8860	'0001	Offset
		'0028			\$ 5,000.00		1109100 Pending Cash Transfer			
E	9999	'0001	'001	2018	\$ 30,000.00		1240100 Due from Other Appropriation	8860	'0001	Offset
		'0001				\$ 30,000.00	1109100 Pending Cash Transfer			
	9999	'0001	'001	2018	\$ 5,000.00		1240000 Due from Other Funds	8860	'0028	Offset
		'0001				\$ 5,000.00	1109100 Pending Cash Transfer			
	9999	'0001	'001	2018		\$ 3,000.00	2010000 Due to Other Funds	8860	'3056	Offset
		'0001			\$ 3,000.00		1109100 Pending Cash Transfer			

EXHIBIT-PFA 3

PFA RECLASSIFICATION JOURNAL

A General Ledger journal entry must be created in MODACCRL Ledger Group with “ACC” journal source in 998 Adjusting Period and identified as an Adjusting Entry. This journal entry must be manually reversed in the new year.

Navigation: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Business Unit 8860 Department of Finance Journal ID NEXT Journal Date 06/30/2019

Journal Description/Legal Authority and Reason for Request: Year End PFA Reclass Entry (228 characters remaining)

*Ledger Group: MODACCRL

Ledger:

SCO Type of Transaction:

*Source: ACC

Adjusting Entry: Adjusting Entry

Fiscal Year: 2018

Period: 998

ADB Date: 06/30/2019

Reference Number/SCO TC:

Journal Class:

PS TC: GL

SJE Type:

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal Commitment Control

☐ Auto Generate Lines


☐ Save Journal Incomplete Status

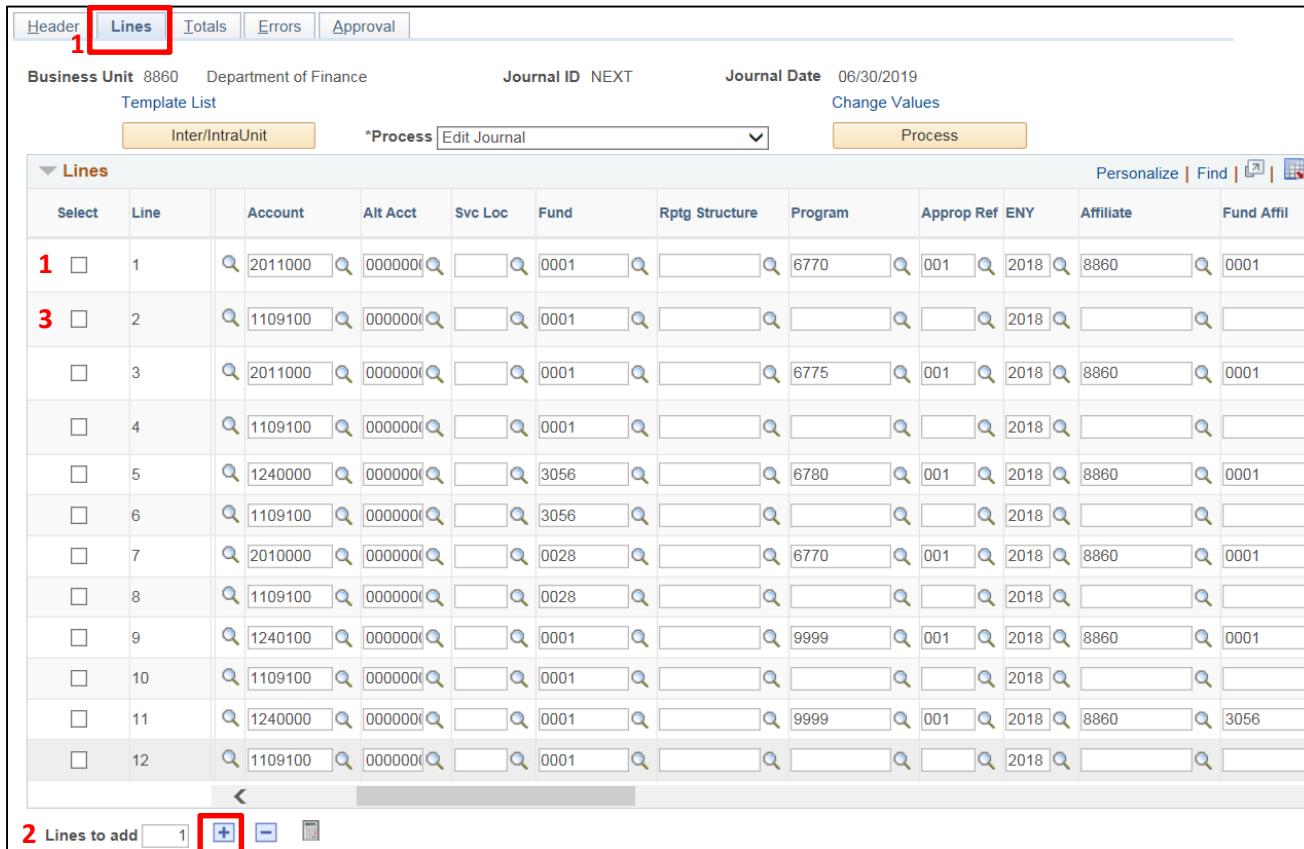
☐ Autobalance on 0 Amount Line

☐ CTA

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The **GL Journal Processor** will enter the Journal Lines.

- 1** – In the **Lines** tab, enter appropriate Due To or Due From line: **Account, Alt Acct, Fund, Program, Approp Ref, ENY, Amount, Affiliate**^{1/}, and **Fund Affiliate**^{1/}
- 2** – Click on  to insert line
- 3** – Enter offset line: **Fund, ENY, Account, and Amount**
- 4** – Click **Save**. The system will assign a Journal ID. Not shown in illustration.



The screenshot shows the 'Lines' tab of the GL Journal Processor. The interface includes a header with tabs: Header, **Lines** (highlighted with a red box and a red '1'), Totals, Errors, and Approval. Below the tabs, the Business Unit is 8860, Department of Finance, Journal ID is NEXT, and Journal Date is 06/30/2019. There are buttons for 'Inter/IntraUnit', '*Process' (set to 'Edit Journal'), and 'Process'. A 'Template List' link and a 'Change Values' link are also present.

The main section is a table titled 'Lines' with columns: Select, Line, Account, Alt Acct, Svc Loc, Fund, Rptg Structure, Program, Approp Ref, ENY, Affiliate, and Fund Affil. The table contains 12 rows of data. The first row (Line 1) has Account 2011000, Alt Acct 000000, Fund 0001, Program 6770, Approp Ref 001, ENY 2018, Affiliate 8860, and Fund Affil 0001. The second row (Line 2) has Account 1109100, Alt Acct 000000, Fund 0001, Program, Approp Ref, ENY 2018, and Fund Affil. The third row (Line 3) has Account 2011000, Alt Acct 000000, Fund 0001, Program 6775, Approp Ref 001, ENY 2018, Affiliate 8860, and Fund Affil 0001. The fourth row (Line 4) has Account 1109100, Alt Acct 000000, Fund 0001, Program, Approp Ref, ENY 2018, and Fund Affil. The fifth row (Line 5) has Account 1240000, Alt Acct 000000, Fund 3056, Program 6780, Approp Ref 001, ENY 2018, Affiliate 8860, and Fund Affil 0001. The sixth row (Line 6) has Account 1109100, Alt Acct 000000, Fund 3056, Program, Approp Ref, ENY 2018, and Fund Affil. The seventh row (Line 7) has Account 2010000, Alt Acct 000000, Fund 0028, Program 6770, Approp Ref 001, ENY 2018, Affiliate 8860, and Fund Affil 0001. The eighth row (Line 8) has Account 1109100, Alt Acct 000000, Fund 0028, Program, Approp Ref, ENY 2018, and Fund Affil. The ninth row (Line 9) has Account 1240100, Alt Acct 000000, Fund 0001, Program 9999, Approp Ref 001, ENY 2018, Affiliate 8860, and Fund Affil 0001. The tenth row (Line 10) has Account 1109100, Alt Acct 000000, Fund 0001, Program, Approp Ref, ENY 2018, and Fund Affil. The eleventh row (Line 11) has Account 1240000, Alt Acct 000000, Fund 0001, Program 9999, Approp Ref 001, ENY 2018, Affiliate 8860, and Fund Affil 3056. The twelfth row (Line 12) has Account 1109100, Alt Acct 000000, Fund 0001, Program, Approp Ref, ENY 2018, and Fund Affil.

At the bottom of the table, there is a 'Lines to add' section with a red '2' and a plus icon (highlighted with a red box and a red '2') to add a new line.

^{1/}Include values in **Affiliate** (BU) and **Fund Affiliate** fields

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The **GL Journal Processor** will run the Edit Journal Process.

1 – Click the Process drop down and select **Edit Journal**

2 – Click **Process**

3 – Verify the *Journal Status* and *Budget Status* show “V” for Valid. Not shown in illustration.

Header
Lines
Totals
Errors
Approval

Business Unit 8860 **Department of Finance**

Template List

Inter/IntraUnit

***Process**

Budget Check Journal

Copy Journal

Delete Journal

Edit / Pre-Check

Edit Chartfield

Edit Journal

Print Journal

Refresh Journal

Submit Journal

Journal Date 06/30/2019

Change Values

Process

Personalize | Find |

Select	Line	Account	Alt Acct	Svc Loc	Fund	Rptg Structure	Program	Approp Ref	ENY	Affiliate	Fund Affil
<input type="checkbox"/>	1	2011000	000000		0001		6770	001	2018	8860	0001
<input type="checkbox"/>	2	1109100	000000		0001				2018		
<input type="checkbox"/>	3	2011000	000000		0001		6775	001	2018	8860	0001
<input type="checkbox"/>	4	1109100	000000		0001				2018		
<input type="checkbox"/>	5	1240000	000000		3056		6780	001	2018	8860	0001
<input type="checkbox"/>	6	1109100	000000		3056				2018		
<input type="checkbox"/>	7	2011000	000000		0028		6770	001	2018	8860	0001

The **GL Journal Processor** will submit the Journal.

- 1** – Click the Process drop down menu and select **Submit Journal**
- 2** – Click **Process**. The GL Journal Approver will receive an automatic notification of the journal
- 3** – Click the **Approval** tab and view the journal workflow. Your journal will show as **Pending**

The screenshot shows the 'GL Journal Processor' interface. At the top, there are tabs: 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Approval' tab is selected and highlighted with a red box, with a red '3' next to it. Below the tabs, there is a header section with 'Unit 8860', 'Journal ID 0000320850', and 'Date 6/30/20XX'. Below this, there is a 'Template List' and a 'Search Criteria' section. In the center, there is a dropdown menu labeled '*Process' with a red '1' next to it. The dropdown menu is open, showing a list of options: 'Submit Journal', 'Budget Check Journal', 'Copy Journal', 'Delete Journal', 'Edit / Pre-Check', 'Edit Chartfield', 'Edit Journal', 'Post Journal', 'Print Journal', 'Refresh Journal', and 'Submit Journal' (highlighted with a blue bar and a red box). To the right of the dropdown menu, there is a 'Process' button highlighted with a red box and a red '2' next to it. Below the dropdown menu, there is a table with columns: 'Select', 'Line', 'Unit', 'Ledger', 'Ap Re', 'Alt Acct', 'Program', and 'Rptg S'. The table has two rows of data. The first row has '1' in the 'Line' column, '8860' in the 'Unit' column, and 'MODACCRL' in the 'Ledger' column. The second row has '2' in the 'Line' column, '8860' in the 'Unit' column, and 'MODACCRL' in the 'Ledger' column. The 'Alt Acct' column has '0000000000' in both rows. The 'Program' column is empty in both rows. The 'Rptg S' column is empty in both rows.

- The **GL Journal Approver** will approve the Journal

Follow the steps in Job Aid FI\$Cal .094 – Approving a GL Journal to approve the Journal.

Reversing Entries in the New Year

After the journal is approved and posted in Period 998, the **GL Journal Processor** will copy the journal to create the manual reversal entries in Period 1.

Accrual journal entries must be manually reversed in Period 1 of the new fiscal year.

Note:

- **DO NOT** use the “automated reversal” option. This method will create budget check errors in the new year.
- Year-End accrual entries in Period 998 and the reversal entries Period 1 should net to zero.

The **GL Journal Processor** will retrieve journal entry for reversal in the New Year.

- 1 – Navigate to *GL>Journals>Journal Entry>Create/Update Journal Entries*
- 2 – Enter the *Business Unit* and *Journal ID* in the **Find an Existing Value** tab
- 3 – Click Search and select Journal ID

1 Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

FI\$Cal

Create/Update Journal Entries
Enter any information you have and click Search. Leave fields blank for a list of all values.

2 **Find an Existing Value** Add a New Value

▼ Search Criteria

2 Business Unit = ▾ 8860
Journal ID begins with ▾ %320850
Journal Date = ▾
Document Sequence Number begins with ▾
Line Business Unit = ▾
Journal Header Status = ▾
Budget Checking Header Status = ▾
Source = ▾
Message Code begins with ▾
Entered By begins with ▾
Attachment Exist = ▾

☐ Case Sensitive

3 Search Clear Basic Search Save Search Criteria

Search Results
View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Se
8860	0000320850	6/30/20XX		(blank)	8860	Posted	Valid	MODACCRL A	

The **GL Journal Processor** will copy the Journal Entry for reversal.

1 – From the **Lines** tab, click on the Process drop down and select **Copy Journal**

2 – Click **Process** button

The screenshot displays the 'GL Journal Processor' interface. At the top, there are tabs: 'Header', 'Lines' (selected), 'Totals', 'Errors', and 'Approval'. Below the tabs, the 'Business Unit' is set to '8860' and the 'Department' is 'Department of Finance'. A 'Template List' button is visible. The 'Inter/IntraUnit' button is highlighted. The '*Process' dropdown menu is open, showing options: 'Budget Check Journal', 'Copy Journal' (highlighted with a red box and labeled '1'), 'Delete Journal', 'Edit / Pre-Check', 'Edit Chartfield', 'Edit Journal' (highlighted with a blue box), 'Print Journal', 'Refresh Journal', and 'Submit Journal'. To the right of the dropdown, the 'Process' button is highlighted with a red box and labeled '2'. The 'Journal Date' is '06/30/2019', and the 'Change Values' button is visible. The main table has columns: 'Select', 'Line', 'Account', 'Alt Acct', 'Svc Loc', 'Fund', 'Rptg Structure', 'Program', 'Approp Ref', 'ENY', 'Affiliate', and 'Fund Affil'. The table contains 7 rows of data.

Select	Line	Account	Alt Acct	Svc Loc	Fund	Rptg Structure	Program	Approp Ref	ENY	Affiliate	Fund Affil
<input type="checkbox"/>	1	2011000	0000000		0001		6770	001	2018	8860	0001
<input type="checkbox"/>	2	1109100	0000000		0001				2018		
<input type="checkbox"/>	3	2011000	0000000		0001		6775	001	2018	8860	0001
<input type="checkbox"/>	4	1109100	0000000		0001				2018		
<input type="checkbox"/>	5	1240000	0000000		3056		6780	001	2018	8860	0001
<input type="checkbox"/>	6	1109100	0000000		3056				2018		
<input type="checkbox"/>	7	2011000	0000000		0028		6770	001	2018	8860	0001

The **GL Journal Processor** will edit the Journal Entry Copy page.

- 1 – Date: **07/01/20XX** (new year)
- 2 – Check the **Reverse Signs** box
- 3 – Click “**OK**” to create reversal Journal (and new Journal ID). Click the Header page to continue

Journal Entry Copy

Business Unit 8860 Copy From ID 0000320850 Copy From Date 6/30/20XX

Journal ID NEXT

1 Journal Date 7/01/20XX

ADB Date

Currency Effective Date

Ledger

New Ledger

Document Type

2 ☒ Reverse Signs

☐ Recalculate Budget Date

☐ Save Journal Incomplete Status

Reversal Date

☒ Do Not Generate Reversal

☐ Beginning of Next Period

☐ End of Next Period

☐ Next Day

☐ Adjustment Period

☐ On Date Specified By User

Adjustment Period

Reversal Date

ADB Reversal Date

☒ Same As Journal Reversal

☐ On Date Specified By User

ADB Reversal Date

3

The **GL Journal Processor** will update the Header page.

1 – In the **Header** tab, note the new **Journal ID** generated for this entry

2 – Edit the Long Description and add a department defined purpose to the description

3 – Click on the Adjusting Entry drop down and select **Non-Adjusting Entry**

CAUTION: If “Adjusting Entry” is posted by mistake, delete the transaction and start over. Attempting to correct it with a Non-Adjusting Entry causes the transaction to post twice: in Period 998 (after the first budget check) and in Period 1 (after the second).

4 – Verify Fiscal Year is the **new year**, Source is “**ACC**,” and Period is **1**. **Note:** Transactions entered as ACC in 998, are reversed as ACC. If not, they may cause reconciliation issues and require extra postings.

5 – Click **Save**

The screenshot shows the 'Header' tab of the GL Journal Processor. The interface includes several input fields and buttons. Red boxes and numbers highlight specific areas:

- 1** points to the **Journal ID** field, which contains the value '0000500687'.
- 2** points to the **Long Description** field, which contains the text 'Reverse JRN 320850 - Year End PFA Reclass Entry'.
- 3** points to the **Adjusting Entry** dropdown menu, which is set to 'Non-Adjusting Entry'.
- 4** points to the **Source** field, which is set to 'ACC'.
- 5** points to the **Save** button at the bottom left.

Other visible fields include: Unit 8860, Date 7/01/20XX, *Ledger Group MODACCRL, Ledger, Reference Number, Journal Class, Transaction Code GL, SJE Type, Fiscal Year 20XX, Period 1, ADB Date 7/01/20XX, and buttons for Return to Search, Notify, and Refresh.

The **GL Journal Processor** will run the Edit Journal Process.

- 1 – Click the Process drop down and select **Edit Journal**
- 2 – Click **Process** button
- 3 – Verify the Journal Status and Budget Status show “V” for Valid

Unit 8860 Journal ID 0000500687 Date 7/01/20XX

Template List Search Criteria

1 *Process 2 Process

Select	Line	Unit	Ledger	Amount	Alt Acct	Program	Rptg Structu
<input type="checkbox"/>	1	8860	MODACCRL		0000000000		
<input type="checkbox"/>	2	8860	MODACCRL		0000000000		

Totals				Personalize	Find	View All	First	1 of 1	Last
Unit	Total Line	Total Debits	Total Credits	Journal Status	Budget Status				
8860	2	25,049.09	25,049.09	V	V				

The **GL Journal Processor** will submit the Journal for approval.

- 1** – Click the Process drop down and select **Submit Journal**
- 2** – Click **Process**. The GL Journal Approver will receive an automatic notification of the journal
- 3** – Click the **Approval** tab and view the journal workflow. Your journal will show as **Pending**

The screenshot shows the 'GL Journal Processor' interface. At the top, there are tabs: 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Approval' tab is selected and highlighted with a red box, with a red '3' next to it. Below the tabs, the 'Unit' is '8860', 'Journal ID' is '0000500687', and 'Date' is '6/30/20XX'. There is a 'Template List' and a 'Search Criteria' section. A dropdown menu labeled '*Process' is open, showing a list of actions: 'Submit Journal', 'Budget Check Journal', 'Copy Journal', 'Delete Journal', 'Edit / Pre-Check', 'Edit Chartfield', 'Edit Journal', 'Post Journal', 'Print Journal', and 'Refresh Journal'. The 'Submit Journal' option is highlighted with a blue background and a red box, with a red '1' next to the dropdown. To the right of the dropdown, there is a 'Process' button highlighted with a red box and a red '2' next to it. Below the dropdown, there is a table with columns: 'Select', 'Line', 'Unit', 'Ledger', 'Ap Re', 'Alt Acct', 'Program', and 'Rptg S'. The table has two rows of data, both with 'Unit' '8860' and 'Ledger' 'MODACCRL'. The 'Alt Acct' column shows '0000000000' for both rows.

- The **GL Journal Approver** will approve the Journal

Follow the steps in Job Aid FI\$Cal .094 – Approving a GL Journal to approve the Journal.